

Pilot Car and Truck Escort Process Pilot Program

Effective Monday, August 3, 2009, **ALL trucks 40 feet and over require an escort.**

LOADSTAR HOURS OF OPERATION: Loadstar will provide pilot car service -Monday through Friday – 5:30 am to 3:00 pm. Loadstar is available to provide service during the week outside of the core hours and weekends when the service is pre-scheduled through the work request center.

HOW DO WE REQUEST A PILOT CAR OR TRUCK ESCORT?

To schedule a pilot car service, e-mail the Work Request Center at wrc@lbl.gov or call x 6274 (24 hour advance notice) with the following:

Date of Work

Project Id #, if applicable (see instructions below)

Company Name:

Destination/Location of Work:

Entrance Gate:

Approx. Time of Arrival:

Approx. Time of Departure:

Length of Truck (ft.)

Requestor name and contact number

Alternate contact name, if applicable

If you need service outside of the core hours and/or on weekends, please pre-schedule the work by sending an e-mail to wrc@lbl.gov.

For emergency (same day) services, please call the Work Request Center x 6274 and ask for Tracy Osmer.

WHEN DO WE NEED TO SUBMIT A PROJECT ID NUMBER:

| Type of Work | Required to schedule deliveries for trucks 40 feet and over. Contact Facilities Work Request Center. | Required to provide a PID # | Required to provide a PID when work done outside of Core Hours or on weekends |
|--|--|-----------------------------|---|
| Capital Construction Projects Examples: Seismic Phase 1, Guest House and USB | Yes | Yes | Yes |
| Non-Construction Projects Examples: Cafeteria deliveries, EH&S trucks, Maintenance, and Small projects | Yes | No | Yes |

For more information, please contact Tammy Brown at x 5232 or e-mail TABrown@lbl.gov.